



**SCHOOL OF GRADUATE STUDIES (SGS)
GRADUATE STUDIES ACADEMIC CALENDAR
SECOND 2015/2016 (FEBRUARY 22, 2016 – SEPTEMBER 04, 2016)**

**All students are required to register every semester
(Inclusive of fee payment and course registration)**

Registration for <u>new students</u>	February 10, 2016 – February 19, 2016 (Except on Saturday, Sunday & Public Holiday)	(2 weeks)
Online registration for <u>continuing students</u> via student portal	February 01, 2016 – February 21, 2016	(3 weeks)
First day of Semester	February 22, 2016	
Classes	February 22, 2016 – April 10, 2016	(7 weeks)
Mid-semester break	April 11, 2016 – April 17, 2016	(1 week)
Classes	April 18, 2016 – June 05, 2016	(7 weeks)
Examination week	June 13, 2016 – June 26, 2016	(2 weeks)
End of semester break	June 27, 2016 – September 04, 2016	(10 weeks)
<u>Important Dates/Deadlines</u>		
Last day to add courses	Mac 06, 2016	
Last day to drop courses	April 08, 2016	
Deadline for online submission of Student's Progress Report (Form GS-11) for students under programmes with thesis.	June 27, 2016	
Deadline for Second Semester 2015/2016 thesis submission (Endorsement of Thesis Examination Committee by the University Graduate Studies Committee is required before thesis can be submitted).	September 05, 2016	
<ul style="list-style-type: none"> If the thesis is submitted before the deadline the student is required to register and pay RM350 only for FIRST 2016/2017. For submission after the deadline the student is required to pay full registration fees. 		
Deadline for review of grade application and online application for review against termination	Two weeks after the announcement of result (i.e. Date of printing of result).	
Deadline for deferment for continuing students who did not register for SECOND SEMESTER 2015/2016	Mac 06, 2016	
<ul style="list-style-type: none"> A student who has registered for Second Semester 2015/2016, may apply to defer the semester not later than seven weeks after the commencement of the new semester. 	February 22, 2016 – April 08, 2016	(7 weeks)
<ul style="list-style-type: none"> Students who defer the semester within the first two weeks with the approval of the Dean School of Graduate Studies shall be entitled to claim for a tuition fee refund. 	February 22, 2016 – Mac 04, 2016	(2 weeks)

End of Second Semester 2015/2016

August 21, 2016

After this date, the semester will change automatically to First Semester 2016/2017. Student status will also be updated.

NOTES:

- All international students must purchase the **HEALTH INSURANCE SCHEME FOR INTERNATIONAL STUDENTS** directly from the Insurance Company registered with UPM. The insurance company staff will be available at Block A, UPM International Division every Monday and Thursday from 9.30 a.m to 4.30 p.m (except public holidays).
- Beginning **February 22, 2016**, a late registration fee of **RM100.00** will be imposed for course registration.
- Failure to register and/or pay the registration fees by **Mac 06, 2016** will lead to a **Dropped** status.
- All students are required to register a minimum of **6 credits and a maximum of 15 credits per semester**.
- All students in programmes with thesis are required to register for the **Masters Research (SPS5999)/ PhD Research (SPS6999)** every semester.
- All international students are required to register (as Audit) and pass **Basic Malay Skills I (BBM1401)** in the first semester.
- Fees are payable through CIMBClicks.** (Please refer to www.bursar.upm.edu.my/CIMBClicks)

***All dates are subject to change**

update: January 27, 2016